

Summer 2015

**NEW Camp location!!!  
We will start and end  
each TEX Camp day at  
JFK Middle School.**

Dear Teen Expeditions Program Parents and Guardians,

Welcome and thank you for signing-up for the Northampton Parks & Recreation Department's summer programs. This parent packet contains information on the Teen Expeditions summer program as well as the department's policies and procedures. Please review the packet thoroughly and make sure to go over all the necessary information with your teen.

The Northampton Parks & Recreation Department's mission is to promote the health and general well being of the individual and the community. We hope to create memories that your child will remember for years to come while offering a safe environment where your child will grow through the various activities that we offer in each of our age-appropriate programs.

The Northampton Parks & Recreation Department hires experienced individuals to work with your children throughout the summer. Our staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. Our staff is required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor and Recreation Leader positions are certified in CPR, Epi-Pen administration and First Aid. All of our summer day camps fully comply with the State Health Department Codes and Inspections for Licensed Day Camps.

If you have any questions or concerns throughout the summer, please do not hesitate to contact us by calling the Northampton Parks & Recreation Department Office at 587-1040 or by emailing us at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov). Your feedback lets us know how we are doing.

Once again, welcome to the Northampton Parks & Recreation Department Summer Programs! Please make sure to keep this handbook to use as a guide throughout the summer, it is also posted on our website, [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation).

Sincerely,

Erin Carroll  
Recreation Supervisor

Shelby Michna  
Assistant Director of Parks & Recreation

Ann-Marie Moggio  
Director of Parks & Recreation

## Registration/Changes Policies

Please note the registration policies below:

### A. Additions to Original Registration

- a. Changes to the initial registration must be made in writing at least one week in advance of the **requested change**. A non-refundable \$25 deposit per session is required.
- b. To request a change, please submit your request in writing one of the following ways:  
Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
Mail: Northampton Parks & Recreation Department, 90 Locust St., Northampton, MA 01060  
Fax: 413-587-1045  
Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it through the mail slot in the door after hours.

### B. Refunds

- a. All sessions have a \$25 non-refundable deposit; there is also a \$10 service charge for all refunds.
- b. Requests for cancellations of sessions are subject to the policy stated above.
- c. **Refund** requests must be made in writing to the Parks & Recreation Department and must be submitted at least one week prior to the start of the program session.
- d. To request a refund, please submit your request in writing one of the following ways:  
Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
Mail: Northampton Parks & Recreation Department, 90 Locust St., Northampton, MA 01060  
Fax: 413-587-1045  
Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it through the mail slot in the door after hours.
- e. There are no refunds once a program begins.
- f. Please allow 4-6 weeks for your refund to process.

**\*\*Please note our office is moving and our mailing address will change as of June 1<sup>st</sup>, details TBA**

*We look forward to a fun and active summer of 2015!*

Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Parks & Recreation Department office, Monday through Friday, 8:30 a.m. - 4:30 p.m.

### **Northampton Parks & Recreation Department**

**\*\*Please note our office is moving June 1<sup>st</sup>, details TBA\*\***

#### **Office Staff**

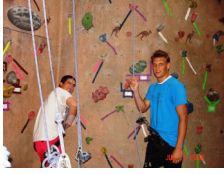
Director	Ann-Marie Moggio
Assistant Director	Shelby Michna
Recreation Supervisor	Erin Carroll
Recreation Supervisor	Kathy Weston
Department Secretary	Eileen Wright
Senior Clerk/Secretary	Chris Kostek

#### **Contact**

Rec. Office: Monday-Friday, 8:30a.m.- 4:30p.m.  
Phone: 587-1040  
Fax: 587-1045  
Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
Website: [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation)  
Weather changes: 587-1044 or check website and click on "cancellations/changes"

## Program Description

### Teen Expeditions



Teen Expeditions is a full day program held Monday through Friday, 9:00a.m - 4:30p.m for young adults entering grades 7 – 10. The program is offered in seven, one-week sessions starting June 29<sup>th</sup> and **starts and ends at JFK Middle School (this is new for 2015)**. Each day the program goes on an “expedition” via bus or our mini-bus.

Participants will be introduced and exposed to a variety of outdoor recreational opportunities, which are designed to stimulate an appreciation for the outdoors and recreation. Each week’s activities and special events are created around the weekly themes (see below). A Teen can sign up for one week, several weeks or the whole summer.

#### Session Dates

#### Weekly Themes

#### Highlights

<u>Session 1</u> : June 29 – July 2 (no camp 7/3)	The Adventure Begins	Erving State Forest, InterSkate 91, Mt. Sugarloaf
<u>Session 2</u> : July 6 – 10	Test the Comfort Zone	DAR, Tie-Dye, Seven Sisters Hike, Brownstone Adventure Park
<u>Session 3</u> : July 13 – 17	A View From the Top	Mt. Greylock, Lake Wyola, <u>Soar Indoors</u>
<u>Session 4</u> : July 20 – 24	Beat the Heat	Bike to Cook's Farm, Tubing at Satan's Kingdom, Ocean Beach
<u>Session 5</u> : July 27 – 31	Adventurer's , Unite	DAR, Tie-Dye, Chesterfield Gorge Hike, Six Flags
<u>Session 6</u> : August 3 – 7	Games Galore	Bike to Cook's Farm, The Ultimate Game, Rock Cats Baseball, Lake Wyola
<u>Session 7</u> : August 10 – 14	The Last Hoorah	Mt. Monadnock, Flight Trampoline Park, Erving State Forest

*\*schedule above is subject to change.*

#### Field Trips

**The program begins and ends at JFK Middle School (this is new for 2015);** however, the program does not stay on location. A bus or a mini bus trip will be taken daily, weather permitting. The Parks & Recreation Department has a 14 passenger mini bus and we also use a Smith Vocational School mini bus to visit local attractions. A school bus will be used for the trips that are not in the local area. A detailed daily agenda for each session will be given or mailed to each participant prior to the first day of the program. Field trips are included in the cost of the session. Some of our bus trips will require early departure. We will inform you of these dates and departure times.

#### What to Provide Each Day

Please send your child in comfortable clothing with socks and sneakers, sandals and flip-flops are not for hiking. You will also need a backpack (with comfortable straps) to hold the following items:

- Healthy Lunch - nothing that will need a refrigerator.
- At least 2, one-liter capacity water bottles- along with some kind of juice for your lunch... No soda!! (This does not quench thirst properly for hikers and bikers).
- Plenty of Snacks - Items like raisins, fruits, and granola bars are not only nutritious, but provide that extra energy boost!
- Hat, sun screen, and bug spray (a definite must).
- A rain coat (we will always try to go rain or shine).
- Sweatshirt/Extra Layer - the temperature may be cooler in the woods or on top of a mountain. You will need to prepare for weather changes.
- A bathing suit and towel (most days).
- When needed, a bike (mountain or road) in good condition.
- A bike helmet **will be mandatory** when we bike.
- A sense of adventure, a positive attitude, and ready to have fun.

### ***What Not to Bring***

Please do not bring electronic devices, which include iPods, iPads, cell phones, hand held video games, etc or anything that you do not want to lose or share to the summer programs. The Parks & Recreation Department is not responsible for lost or stolen items.

### **Inclement Weather (Rainy Days, Pop-up Thunderstorms)**

If it is raining in the morning or if it is predicted for the afternoon then we will assess the situation and the days planned activity. If we can remain safe, we will continue with our planned activities. Many of our adventures will be taking us out of the Northampton area where it may not be raining. We do however have space at JFK Middle School and Bridge Street School for indoor activities. **Our 24 hour information hotline is 587-1044 or visit our website at [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation) and click on cancellations for weather updates.**



## ***Program Procedures & Policies***

### **Storage and Administration of Medication**

#### **Medical Conditions**

All medication prescribed for participants shall be kept in original containers bearing the pharmacy label which shows the prescription number, date filled, name of medication, and directions for use. All other over the counter medications for the participant shall be kept in the original containers containing the original label. There must be written permission from the parent/guardian. You child's counselor should carry your child's medications. One the first day of the program, please give the daily medication with an explanation of when to administer, etc. It is imperative, that if your child suffers from asthma or is allergic to bees or anything else, that we be informed.

#### **Epi-Pen**

All TEX program staff are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, then please contact the Parks & Recreation Office before the program begins so that we have all the proper information before the program starts. Please also address your child's allergy to your child's counselor on the first day of camp.

#### **Special Arrangements**

If there are any specific medical concerns we should know about your child (medical problems, allergies, etc.), please write this information down on the registration form for our Recreation Leaders!

#### **Medical Consent Waiver**

Please fill out the appropriate consent forms as indicated on the registration form.

#### **Policies**

Parents have the right to review background check procedures, health care and discipline policies upon request.

#### **Immunization & Physical Records**

We need to keep immunization and physical records for all summer participants on file. Please provide a copy of your child's records when you are registering for summer programs. We will not take registrations without a copy of your child's immunization and physical record. (Usually, your pediatrician's office can run a copy if you ask).

You may register and get a copy of your child's records to the Parks & Recreation Department by the following options:

- A) Stopping by during office hours, 8:30am - 4:30pm, Monday - Friday
- B) Dropping it off at the Parks & Recreation Department after hours in the mail slot in the door
- C) Faxing it to 413-587-1045
- D) Scan and email it to [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)

## **Drop Off/Sign-Out Procedure**

Drop-off in the morning is at 9:00am at JFK Middle School, outside in the back of the building by the basketball and tennis courts. (Drop off on a few days may be a bit earlier for destinations that are further away). Pick-up/sign out is daily between 4:15 – 4:30pm. At the end of every day staff will have sign out sheets. It is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/riding to and from TEX, staff must receive a note giving them permission.



Under no circumstance should children be dropped off and left outside at JFK Middle School in the early morning before the program time begins as there is no supervision. This could result in dangerous situations when lightening storms or severe weather occurs and the child is outside with no shelter to go to.

## **Walkers/Bikers**

As you read previously, it is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/biking to and from the Teen Expeditions program, then you must provide the staff with a signed note giving them permission. That will serve as signing out at the end of the day. Parents should have a back up plan for walkers/bikers on rainy days.

If your children are walking/biking home then they need to leave the site of the program. Once they leave they are not the responsibility of the program. Children cannot leave their program until 4:15pm.

## **Authorized Individuals for Pick-up**

There needs to be authorization for people, other than parents, to pick up your child(ren) from their programs. As you will see on the first page of the registration form there is section labeled Transportation on the bottom of the page. That is where you must fill in the names that are authorized to pick your children up from the summer program (beside parents). If someone other than the people listed on the registration form is to pick up your child then you must send a written note the morning of stating the person that is allowed to pick up your child.

## **Late/Early Fee**

A supervision fee will be imposed for any child who is picked up late or dropped off too early. A ten minute grace period will be extended. **Following this time a fee will be assessed.** First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid. We understand sometimes incidents such as traffic, etc. occur. Please try to call the office to let them know if you are late. (The Parks & Rec office closes at 4:30pm). You can try our JFK pool office after 4:30pm, 587-1046. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.

## **Safety**

### **Staff - First Aid, CPR and Epi-Pen Certification**

All staff members for the Teen Expedition program are certified in First Aid, CPR and the administration of an Epi-Pen. All Counselors will have a basic first aid kit to take care of basic accidents. An Incident Report will be filled out by every counselor if an accident occurs and counselors will inform the parents at pick-up about the minor injury.

### **CORI & SORI Background Checks**

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Parks & Recreation Department staff members and volunteers that work and volunteer at our summer programs.



### **Staff to Participant Ratios**

All of the Parks & Recreation Department programs will have an appropriate staff to camper ratio. The staff to participant ratio for the Teen Expeditions Summer Program is 1:8.

### **Emergency Procedures – Major incidents**

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you list on your registration form then we will then try to call the person you listed on the registration form as your emergency contact person. IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM as a contact! We hope never to have to call an ambulance, but all such fees will be your responsibility. We will always try to contact you and have you pick up your child. This is YOUR RESPONSIBILITY, to have someone *always available*.

### **Reporting Abuse & Neglect**

All children who attend the Northampton Parks & Recreation Summer Camps shall be protected from abuse and neglect. All staff that work at the summer programs at the Northampton Parks & Recreation Department are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected cases of abuse or neglect will then be reported to the Department of Children & Families immediately. Summer Camp staff is mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department Children & Families. The Northampton Parks & Recreation Department will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the summer programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

### **Crossing Streets**

We always use extreme caution when having participants cross the streets. A staff member will stand in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the participants across the street while the other staff follows the last child.

### ***Absences and Tardiness***

#### **Absences**

Please call the Northampton Parks & Recreation Department at 587-1040 or email [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov) to inform us if your child will be absent from their program. The Parks & Recreation Office opens at 8:30am., and there is voicemail. The office will inform staff at your child's summer program.

### **Field Trip Departures**

The Teen Expeditions summer program will go on a trip each day. The bus or shuttle bus will typically leave JFK Middle School by 9:15am in the morning or sometimes earlier. It is your responsibility to get your child to their program on time; buses will not wait for tardy participants.

### ***Behavior & Discipline Policy***

#### **Behavior Contract**

All program participants are expected to behave appropriately. If behavior becomes a problem, a behavior contract will be issued for children who are continually disruptive. This includes using foul language, not keeping hands to themselves, not listening, distracting other participants, wandering away from activities without permission from staff and other actions that are taking away from the program on a constant basis.

The contract will list the goals that the child is going to work on as well as the plan to accomplish a more positive experience for the child. Failure to follow this contract may result in a one-day suspension or further discipline from the Parks & Recreation Department's summer camps with further consequences possible. If child has to be removed from the program no refund will be given.



## **Suspension/ Termination/Removal from Program**

The Parks & Recreation Department reserves the right of remove any participant from the Program for any of the following reasons:

- Three incident reports on file or two incident reports filed per session.
- A child brings harm to another child or staff person resulting in injury.
- Unpaid camp fees for a session.
- Failure to follow the programs rules on a consistent basis.
- Consistent late pick-ups or early drops-offs.
- The Parks & Recreation Department may determine other issues not listed that could result in suspension or termination from the program.

## ***Communication***

### **Parent Communication**

Please make sure that you discuss any questions, comments, concerns, or suggestions you may have about our program or your child with the on-site summer program director. If, after speaking with him/her, you still have concerns, please contact the Parks & Recreation Department at 587-1040 to speak with the Recreation Supervisor or send us an email at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov). We are here to meet the needs of each family. Please let us know of anything that we can do to make your and your child's experience one that they will remember fondly forever.

### **Camp Staff**

Our wonderful staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. Our staff is required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor positions are certified in CPR, Epi-Pen administration and First Aid.

*See Director Bio on next page.*



# ABOUT OUR CAMP DIRECTOR

## Teen Expeditions Director: Rebecca Learnard



This is Rebecca's 1st summer as Director for the Northampton Parks & Recreation Department's Teen Expeditions Summer Camp.

She spent the past two summers as a teen counselor at Camp Howe. She led and assisted activities, archery and was a full participant in all things s'mores, capture the mattress, and of course cabin chat.

Her four seasons at Nature's Classroom were spent teaching classes, as well as leading hikes and activities that introduced the wild to the wide range of students that attended the program.

Rebecca is a graduate of Utica College with a Bachelor of Arts degree in International Studies. In her spare time she loves exploring the outdoors, practicing the guitar, taking pictures, finding unique items at Good Will, and of course relaxing with a good book or movie.

### Questions for the Director:

#### **What are you looking forward to as the new Teen Expedition's Director?**

As the new Teen Expedition Director I am looking forward to this new adventure. I am excited to be working in the familiar camp atmosphere, but in a new setting. I am hoping as the new Teen Expedition's Director I can introduce new games and activities, but also I want to get to know all the great campers that attend this program!

#### **What do you enjoy most about working with teenagers?**

The most enjoyable part of working with teenagers is the energy they bring and the excitement. One of the best parts for me is their honesty and being able to see all the amazing things they can accomplish, especially when you provide them with encouragement!

#### **What is your favorite thing about camp?**

My favorite thing about camp is watching staff and campers alike enter not knowing each other, but at the end leaving with new friendships. Camp has the ability to connect you to people you may of never had a chance to know. It also provides this sense of confidence in your abilities and your self that is a product of this unique experience.

## Enjoy your summer!!!